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4 June 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

1. In a major departure from past administrative procedure, our three-man Management Improvement Group has decided to decentralize the time and attendance function which has long been handled in the front office of the Language School. Historically there were many reasons, mostly connected with the contract status of most of our employees, for keeping time and attendance records in one place. In the last few years, however, computer records on our personnel have become more reliable; and the presence of Language Assistants in the School has helped us to distribute the administrative workload. The change, therefore, is appropriate at this time. It will go into effect in the new fiscal year, as soon as our new Language Assistants arrive.

2. At our monthly All-Hands meeting our Faculty Advisory Committee for FY 1972 was introduced. The new members are:

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Romance Department [redacted] Germanic Departmen [redacted]
SEA/NE Department, [redacted] Slavic Department, [redacted]
Chinese Department [redacted] I met with the new committee after
the meeting and outlined for them their responsibilities as faculty
representatives. It appears to be a good group.

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3. As an experiment in line with our efforts to find ways to exploit the loudspeaker system in our classrooms, [redacted] of the German faculty requested that the speaker in her room be equipped with an output jack. She has successfully used the new arrangement to make cassette recordings of live Voice of America broadcasts in the classroom. After the broadcast, the tape is on hand for reference, replay and further discussion. In some cases students have taken the tape home for additional listening comprehension work. Up until now we have not been able to meet all requests for take-home VOA broadcasts, so the system offers a possible answer to that problem. Chances are good that we will install similar devices in other classrooms.

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4. We have received a provisional clearance on one of the two Lao instructors presently in the clearance pipeline. Mr. [redacted] has been hired on an independent contract and will be working in his home on the preparation of materials while awaiting full clearance. [redacted] is giving him guidance on what is needed for the course. When we obtain a provisional clearance for the other Lao instructor candidate, Mr. [redacted] we will begin the project of recording the Lao course. Because the new instructors will not be able to enter [redacted] until they receive final clearance, we are making arrangements to use the recording studios at DLI, East Coast. Recording in the studios under the direction of a staff linguist will insure that the recordings will be of good quality technically.

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5. Proficiency testing totals rose sharply during the month of May. Most of the increase resulted from tests given to Language School students who have completed their training. In addition, SB Division has been conducting an intensive testing drive during the past several weeks.

6. Eight employees, all from FE Division, have been approved as LPCA designees to date, and five more (two from AF and three from FE) are in the final processing stage. Although the new Incentive Program is only a few months old, four awards have already been authorized in Lao and one in Thai, for a total of \$3800.00.

7. Proposals for implementing the 1971-1972 Before-and-After-Hours Language Training Program (BAHLT) have been submitted to the Language Development Committee. First and second year basic instruction will continue to be offered in French, German, Russian, and Spanish. We expect to experiment with programmatic instruction in Spanish which, if successful, could accommodate more students than regular classes. Another proposed change is that we plan to hold some classes at the Language School, instead of only at Headquarters. Under the new ground rules, classes will be conducted strictly during off-duty hours, five hours per week for 40 weeks. Bulletins will be issued within a short time, announcing the program and soliciting applications from staff employees who desire to become instructors.

8. In keeping with the goal of modernizing and updating our audio-visual equipment and furnishings, we ordered the following items this week:

- a. Ten cassette recorders and study carrels for the Headquarters lab.
- b. Study carrels for the Educational Sound System (Cooper Machine) equipment which has been ordered.

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c. Additional cassette recorders for classroom use.

When this equipment arrives, we will have completed the major hardware purchases that are planned for language teaching operations during FY 1972-1973.

9. Language School Statistics:

Language School student enrollment is now coming into its seasonal low. Following are last week's figures:

<u>Students</u>	<u>Classes</u>
Full-time - 78	Full-time - 38
Part-time - <u>133</u> (43 BAHLT)	Part-time - <u>50</u> (8 BAHLT)
(45 Hqs.)	(10 Hqs.)
TOTAL.....211	TOTAL.....88

Laboratory hours for the week of 24 - 28 May 1971:

Language School - 226
Headquarters - 37

There were 36 proficiency tests given during the week of 24 - 28 May 1971.

[Redacted]
Acting Chief, Language School

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